North Dakota   DRAFT
Enterprise Architecture

Architecture Team Agenda
Red River Room, State Capitol
October 17, 2003   8:30 - 10:30 a.m.

Members Present: Jeff Carr, Gary Vetter, Treva Beard, Cindy Moos, Al Veit, Jeanette Hoffman, Marlys Jangula, Kyle Forster, Jenny Witham.

Housekeeping Items, 8:30 - 8:35
1. Approval of 10/03/2003 Minutes
2. Review of Agenda

Standing Reports, 8:35 - 9:30
Architecture Review Board Update, Jenny Witham – 5 Minutes, 8:35 – 8:40
- No ARB meeting since last Arch. Team meeting.
- Boris Miller has retired. Jenny will be taking on the role that Boris filled in the Architecture process.

Domain Team Leads Standing Report, DT Leads – 15 Minutes, 8:40 – 8:55
- Make sure that the Domain Team Leads standing reports include a discussion of Standards. Try 15 minutes to start.

Consolidation Issues Standing Report, Jeff Carr – 5 Minutes, 8:55 – 9:00
- Consolidation proceeds, DHS has joined Active Directory, their F&P environment will be migrated over the next 2 weeks. JSND will join Active Directory the weekend of 10/25.

Old Business, 9:00 – 10:00
1. Single Groupware system (vote). Gary Vetter 15 minutes, 9:00-9:15
   - a quorum is not present, so a vote cannot be taken.
   - This recommendation has been in EA since early August.
   - There are issues with focussing on Exchange as the single groupware system of choice.
   - Regardless of looking at others, Exchange must be evaluated as one of the potential solutions.
   - Team voted on waiving the quorum rules for this one recommendation. Motion approved unanimously.
   - Motion: Because Exchange will have to be evaluated regardless, we need to begin the impact analysis of migrating to Exchange as the single groupware system. Motion Carried.
   - Concerns from the agencies focus on examining options, not just jumping to what most people use.
   - AT will have an agenda item for discussion of groupware.

1. Aatrix Update. Pat Forster - 10 minutes 9:15 – 9:25
   - Pat will provide a cover sheet for the tech rech; AT will vote on the recommendation at next meeting.

Break – 5 minutes, 9:25 – 9:30

1. Application Development Standards, Dan Fisher – 20 minutes, 9:25-9:45
   - Dan was not present.

New Business, 9:45 - 10:25

1. Platform and Operating Systems Domain Team, Jeff Carr – 25 minutes, 9:45- 10:10
   - Will be a major agenda item at our next meeting.
2. Domain Team Membership and absenteeism, Jeff Carr and Jenny Witham – 15 minutes, 10:10-10:25
   - Proposal is requiring 2/3 of members present for a quorum. Problem is absenteeism.
   - Absenteeism could delay votes almost perpetually and introduce a huge lag.
   - If people have been told a vote is being taken, and they do not show should their absence count against the quorum? They have been given a chance to participate and chose not to.
   - Must email the members that a vote will be taken, and the materials that must be attached to the email.
   - Motion – Quorum requirements (2/3 of members present) make attendance much more critical. If a team member misses a meeting and fails to send a proxy for 3 consecutive meetings their team membership will be terminated. Meeting minutes will reflect all members last attendance.

3. Other Topics

Next meeting discussion, 10:25 - 10:30

1. Friday, October 31, 2003, from 8:30 a.m. to 10:30 a.m. in Red River Room, State Capitol.
2. Friday, November 14, 2003, from 8:30 a.m. to 10:30 a.m. in Red River Room, State Capitol.
3. Friday, November 28, 2003, from 8:30 a.m. to 10:30 a.m. in Red River Room, State Capitol.